BY ORDER OF THE COMMANDER
OFFUTT AIR FORCE BASE

OFFUTT AIR FORCE BASE INSTRUCTION 21-102

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Maintenance

CRASHED, DAMAGED, OR DISABLED AIRCRAFT RECOVERY (CDDAR) PROCEDURES

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This publication implements Air Force Instruction (AFI) 21-101, *Aircraft and Equipment Maintenance Management.* The Offutt AFB 10-2 Installation *Emergency Management Plan* (IEMP), TO 00-105E-9, *Aerospace Emergency Rescue and Mishap Response Information*, AFI 21-103, *Equipment Inventory, Status and Utilization* and aircraft specific Dash-2 and Dash-3 series TOs were used in development of this instruction. It establishes notification procedures for recovery of crashed, damaged or disabled aircraft. This instruction is applicable to all Offutt AFB base and tenant organizations that may be tasked to support an aircraft recovery operation by being prepared to rapidly deploy crash recovery equipment and personnel. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication.* Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of In Accordance With (IAW) Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). The reporting requirements in this publication are exempt from licensing in accordance with AFI 33-324, *The Information Collections and Reports Management Program*; *Controlling Internal, Public, and Interagency Air Force Information Collections,* Para 2.11.1.

SUMMARY OF CHANGES

This instruction has been rewritten and should be reviewed in its entirety.

1. General

1.1. The CDDAR program applies to all United States Air Force (USAF) host and tenant organizations and is designed to recover crashed, damaged or disabled aircraft in a minimum time period consistent with the following consideration(s):

1.1.1. Open runway for operational use.

1.1.2. Prevention of secondary damage to the aircraft.

1.1.3. Preservation of evidence for mishap or accident investigations IAW AFI 91-202.

1.1.3.1. *WARNING:* Incidents involving aircraft made up of a composite structure may cause serious injury or death to those in contact with it. Technical Order (TO) 00-105E-9, *Aerospace Emergency Rescue and Mishap Response Information (Emergency Services)* contains information regarding aircraft-specific composite component locations, and should be consulted when responding to aircraft incidents. Contact base Bioenvironmental Engineering and the transient aircraft's home base to determine composite material risks and requirements for Personal Protective Equipment (PPE).

1.1.3.2. *WARNING*: Ensure that it is safe to approach the aircraft, all explosives, ejection seat cartridges, tires, fluids, flares, and munitions are de-armed, expended, or otherwise proclaimed safe by the fire department and/or Explosive Ordnance Disposal (EOD).

1.1.3.3. *WARNING:* Due to the many unknown factors of airframe condition immediately following a crash landing, do not attempt to use special equipment or procedures not included in the specific aircraft technical orders, or without approval of the specific airframe system manager/engineer. The owning agency of any transient aircraft will be contacted for technical advice pertaining to the specific aircraft.

1.1.3.4. *WARNING*: Make sure the aircraft remains stable at all times and that personnel use extreme caution when working in and around a disabled aircraft. Before any ground handling activities take place on or around the aircraft, CDDAR personnel will ensure that it is properly stabilized to prevent movement or shifting. It may be necessary to moor the aircraft or stabilize using air bags.

1.1.3.5. *CAUTION:* The aircraft and crash site will be disturbed only to the extent required to eliminate any potentially dangerous situation to the aircraft, support equipment, or personnel, and will remain in an undisturbed state until the aircraft is released to maintenance by the Incident Commander (IC).

2. Terms

2.1. Crashed Aircraft: An aircraft unable to return to designated or alternate field or missed landing resulting in major or total destruction of the aircraft.

2.2. Damaged Aircraft: An aircraft that cannot be moved under its own power or supported by its undercarriage without sustaining secondary damage.

2.3. Disabled Aircraft: An aircraft that cannot or should not be moved under its own power, but can be towed using its own undercarriage.

2.4. Disaster Response Force (DRF): IAW Offutt AFB IEMP 10-2, disaster response may involve the entire DRF or portions thereof, depending upon the magnitude and severity of the disaster. Additional support may be called upon from Local, State and Federal agencies. The DRF is composed of Crisis Action Team (CAT), Command Post (CP), Emergency Communications Center (ECC), Emergency Operations Center (EOC), First Responders, Emergency Responders, Unit Control Centers (UCC) , Emergency Support Functions (ESF), specialized teams, Recovery Operations Chief and Sr. Military Representatives. For specific contact information, refer to AFI 10-2501 & Offutt AFB IEMP 10-2.

2.5. IC: The IC is responsible for all incident activities, including the development of strategies and tactics and the ordering and release of resources. The IC has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site. All responders report in accordance with procedures established by the IC to receive mission assignments. The IC shall be fully qualified to manage the response.

2.6. Off-base Response: IAW Offutt AFB IEMP 10-2, off-base responders must observe the jurisdictional rights of civilian authorities and private citizens. Off-base accidents may require the establishment of a National Defense Area (NDA), approved by 55 WG/CC, to permit control of civilian property by military forces. Even after establishment of the NDA, close coordination with civil law enforcement agencies is essential to ensure an effective security program.

2.7. The CDDAR Team: Also, known as the crash recovery team, is an indigenous specialized team for emergency response organization purposes. The crash recovery team is not considered a permanent part of the DRF because it has functional responsibilities beyond emergency response and not all disaster responses involve crash recovery. The crash recovery team shall support the emergency response operations of the DRF that require the recovery of an aircraft following a major accident or an aircraft-related mishap, whatever the category, classification or circumstances. Appoint enough team members to conduct 24-hour operations.

2.8. The CDDAR Team Chief: CDDAR Team Chiefs, in addition to the IC and Incident Safety Officer, are responsible for the safety of the CDDAR team members and is responsible to 55th Maintenance Squadron (MXS) supervision and the IC. The CDDAR Team Chief is the subject matter expert on aircraft recovery operations and equipment. Refer to AFI 21-101 for CDDAR Team Chief qualification and training requirements.

2.9. CDDAR Team Members: All personnel listed on the CDDAR team roster shall be qualified to conduct CDDAR recovery operations. Refer to AFI 21-101 for CDDAR team member qualification and training requirements.

2.10. Augmentees: The recovery team may be augmented by personnel drawn from the general base military populace to support the recovery operation but are limited to tasks that do not require specialized training or skills. The CDDAR Team Chief will make requests for augmentees through the IC and EOC.

3. Recovery Program Responsibilities

3.1. **The IC will:**

3.1.1. Take command and control of the DRF at an incident scene.

3.1.2. Brief the CDDAR Team Chief and team members of any precautions and procedures that shall be followed to preserve evidence and/or investigative materials and avoid disrupting any mishap/crash investigations prior to recovery operations.

3.1.3. Ensure an Entry Access List (EAL) is published prior to recovery operations and approve all personnel requiring access to the recovery site.

3.1.4. Meet with the CDDAR Team Chief to establish an Aircraft Recovery Plan (ARP).

3.2. **The CDDAR Team Chief will:**

3.2.1. Be adequately trained in aircraft recovery operations IAW AFI 21-101. Recurring three-year training will be documented in Integrated Maintenance Data System (IMDS).

3.2.2. Control the activities of personnel and equipment involved in the aircraft recovery operation.

3.2.3. Develop an ARP in concert with the IC.

3.2.3.1. Incorporate all information about the operational requirements, constraints and demands associated with the incident provided by the IC.

3.2.3.2. Brief the ARP to the IC for approval/coordination. Once approved, the CDDAR Team Chief will brief the CDDAR Team on the details of the plan.

3.2.4. Determine the minimum number of CDDAR members required IAW applicable aircraft TOs after initial assessment.

3.2.5. Coordinate defueling and munitions downloading activities.

3.2.6. Direct the activities for lifting, shoring, and transporting the damaged aircraft.

3.2.7. Conduct training of recovery team members.

3.2.8. Have knowledge of aircraft systems and support equipment.

3.2.9. Have knowledge in the use of cranes, jacks, and pneumatic lifting devices.

3.2.10. Have knowledge of aircraft fire protection, prevention, and suppression procedures.

3.2.11. Ensure all applicable Technical Orders (TOs) and other pertinent instructions are present for the recovery process.

3.2.12. Ensure all recovery team members and augmentees wear the appropriate PPE when handling composite materials as specified by Bioenvironmental Engineering.

3.2.13. Assist the United States Navy (USN) emergency recovery team for E-6 aircraft by providing CDDAR team members and on-station available equipment for recovery operations as requested IAW Support Agreement (SA) number FB4600-96325-035.

3.2.14. Assist 55th Aircraft Maintenance Squadron (AMXS)/1st Aircraft Maintenance Unit (AMU) for E-4 aircraft by providing CDDAR team members and on-station available equipment for recovery operations as requested.

3.2.15. If applicable, consult IC on disposition for treating composite materials.

3.3. **55 MXS/Repair & Reclamation (R&R) will:**

3.3.1. Become a qualified CDDAR Team Chief within 6 months of assignment.

3.3.2. Ensure all R&R section personnel are adequately trained in aircraft recovery operations per AFI 21-101. Recurring annual training will be documented in IMDS. Personnel not trained in CDDAR procedures will not participate in recovery operations.

3.3.3. Coordinate with Quality Assurance (QA) and Wing Evaluations and Inspection Program Office (WG/CVI) to schedule CDDAR exercises and outbriefs. 55 MXS R&R section will ensure maximum participation of CDDAR team members in an exercise. 55 AMXS and USN will make every effort to participate in at least one CDDAR exercise per calendar year on C-135 or an E-6 aircraft. If participation is not possible, responsible agencies will conduct a CDDAR continuity meeting for the E-4 and E-6 aircraft. Applicable supervision representatives/system experts will attend outbriefs along with QA. All events will be recorded by QA and kept in the CDDAR program binder.

3.3.4. Maintain and manage current recall roster of CDDAR team members.

3.3.5. Maintain the CDDAR continuity book and review it for currency at least quarterly. At a minimum, the CDDAR continuity book will contain the following items:

3.3.5.1. All applicable minimum requirements dictated by TO 00-80C-1

3.3.5.2. Current phone number/contact information specifically for 83rd AMU for C-135 variant aircraft, 1st AMU supervision for E-4 aircraft and USN for E-6 aircraft.

3.3.5.3. Current copy of this instruction.

3.3.5.4. Grid maps for Offutt AFB and the local surrounding area.

3.3.5.5. 2,000 foot overlay (plastic grid for maps to establish evacuation distances).

3.3.5.6. Tactical Pilotage Chart (TPC) for a map of area terrain.

3.3.5.7. Crash Recovery lesson plan.

3.3.5.8. Current copies of AFI 21-101 containing applicable CDDAR sections.

3.3.5.9. List of consumables not on hand for quick reference and procurement information when needed for a response.

3.4. **55 MXS/CDDAR Team Members will:**

3.4.1. Be responsible for crash recovery of all host (excluding E-4B aircraft), tenant, Transient Alert (TA) aircraft on Offutt AFB and off base Area of Responsibility (AOR) IAW Offutt AFB IEMP 10-2.

3.4.2. Respond to crashed/damaged/disabled aircraft and In-Flight Emergencies (IFEs) as directed.

3.4.2.1. For IFEs, come to a safe work stoppage and assume a pre-positioned posture for immediate response. This action does not require dispatch of the crash recovery trailer.

3.4.2.2. For actual crashed/damaged/disabled aircraft, ensure the CDDAR Team Chief is notified, assemble applicable tech data as required, and stand by for further guidance unless otherwise directed by the IC. Once on scene, the IC and CDDAR Team Chief will develop an ARP.

3.4.3. Notify 55th Maintenance Operations Center (MOC) of any relocation of the crash recovery trailer.

3.5. **55th Maintenance Operations Center (MOC) will:**

3.5.1. Broadcast information on appropriate nets when an aircraft has an in-flight emergency or ground incident. MOC will advise all network radios of the nature of the mishap and contact all appropriate agencies established in applicable checklists.

3.5.1.1. If crashed/damaged/disabled aircraft incident happens after duty hours, MOC will contact the CDDAR Team Chief from the applicable weekend duty roster.

3.5.2. Contact 55 MXS Munitions Flight to assess weapons/ordnance removal/disposition requirements as necessary.

3.5.3. Provide any vehicle/support requests per CDDAR Team Chief by contacting ESF 1 (Transportation) in the EOC.

3.5.4. Monitor and, upon request, coordinate recovery operation via radio communication with maintenance representatives.

3.6. **55th Civil Engineering Squadron (CES) will:**

3.6.1. Fire Chief will coordinate all fire protection and suppression capabilities along with composite material fixant application as required during initial mishap response and throughout the duration of recovery operations.

3.6.2. Be prepared to provide/operate the necessary heavy equipment as required by the CDDAR Team Chief. See attachment 2 for equipment requirements. If equipment requirements are unavailable, 55 CES will establish lease agreement(s) with local suppliers IAW lease procedures established in AFI 24-302. Note: All wing assets will be checked for availability before proceeding with lease attempts. If available, wing assets will be prioritized toward CDDAR events.

3.6.3. Provide heavy equipment to moor aircraft as required or any other heavy equipment as determined necessary by the CDDAR Team Chief and/or IC.

3.7. **55 WG/Flight and/or Ground Safety will:**

3.7.1. Coordinate Explosive Ordinance Disposal (EOD) support for ordnance disarming and or removal as required.

3.8. **55th Intelligence Support Squadron (ISS) and/or owning squadron avionics will:**

3.8.1. Remove classified and cryptographic materials from the site as directed.

3.9. **USN Take Charge & Move Out (TACAMO) attachment will:**

3.9.1. Assign personnel to be trained and qualified as CDDAR team members to support CDDAR duties. Inspect and maintain assigned CDDAR resources.

3.9.2. Provide the EOC and MOC 24/7 point of contact information for recall of their organization's CDDAR team leader and team members.

3.9.3. Take charge of emergency tow situations in the event an aircraft without structural damage requires removal from the active runway, to include in-flight emergency situations, hot brakes, and blown or flat tires.

3.9.4. Request and coordinate any additional aircraft-specific equipment, tools, vehicles, supplies, and expertise as required.

3.9.5. Due to the sensitive nature of the USN TACAMO mission, a joint USN Emergency Reclamation/USAF CDDAR team will conduct an initial site survey to assess the aircraft situation.

3.9.5.1. If the incident aircraft is configured with sensitive equipment, USN Emergency Reclamation Team will take appropriate action to secure equipment, and will take precedence over aircraft recovery efforts. However, airframe recovery preparations and equipment reclamation may occur concurrently.

3.9.6. Participate in annual joint CDDAR training and exercises to effectively assist the base recovery operations during real world responses.

3.9.7. Provide technical expertise, technical data, mission design series (MDS) unique tools, special equipment, airframe/system familiarization, and manpower/augmentation to the host CDDAR recovery team.

3.10. **55th Security Forces Squadron (SFS)/SEF will:**

3.10.1. Provide security for the crash recovery site, establish crowd control, and set up a cordon around the site.

3.11. **55th Maintenance Group (MXG)/AMXS will:**

3.11.1. Provide maintenance representatives (crew chiefs and/or specialists) to augment and/or provide technical advice relative to safety, operation, or environmental hazards, as necessary.

3.11.2. Take charge of all emergency tow situations (excluding debogging) in the event an aircraft without structural damage requires removal from the active runway, to include in-flight emergency situations, hot brakes, and blown or flat tires.

3.11.3. Provide a deicer truck/aerial scissors work platform (example: JLG) or equivalent for use in high reach or tethering operations. Provide driver as necessary.

3.11.4. Provide one (1) – 20 Ton Crane when requested by the CDDAR Team Chief.

3.11.5. Due to the sensitive nature of the E-4B aircraft and its missions, the 55th AMXS/1st AMU will coordinate with the Interim Safety Board (ISB) in order to:

3.11.5.1. Conduct an initial site survey to secure sensitive and classified equipment. This will take precedence over aircraft recovery efforts. However, airframe recovery preparations and equipment reclamation may occur concurrently.

3.11.5.2. Coordinate actions and all recovery efforts with Boeing through the Aircraft on Ground (AOG) per ACC HQ/A4CA (A8YR) E-4 (DSN 575-1130) and the E-4 Special Programs Office (SPO) (DSN 884-5701).

3.12. **55 MXS/Structural Repair :**

3.12.1. Provide initial composite handling/retrieval until the CDDAR Team obtains respirators and are trained and fit tested by Bioenvironmental Engineering.

3.12.2. Provide expert advice to the CDDAR Team on best methods for removing damaged composite structures.

3.12.3. Provide special tools and/or personnel as required for the removal and recovery of aircraft components.

3.12.4. Composite materials are required to be coated with a fixant spray of acrylic wax and water at a 10:1 ratio. R&R CDDAR shall supply the sprayers and fixant. Fire dept shall wear full PPE to include Self Contained Breathing Apparatus (SCBA) to apply the fixant material.

3.13. **55th Logistical Readiness Squadron (LRS)/Transportation will:**

3.13.1. Be prepared to provide/contract for and operate the following items as required by the CDDAR Team Chief:

3.13.1.1. General vehicle/transportation support.

3.13.1.2. One (1) - 1 1/2 ton stake bed truck for transporting R&R section personnel and support equipment (deliver vehicles to the north end of Bldg 457) as required.

3.13.1.3. One (1) - All Terrain Forklift 6,000 lb. or equivalent and driver as required.

3.13.1.4. Two (2) - 40’ X 8’ flatbed trailer(s), tractor(s), and driver(s) for transporting light carts and general recovery equipment to the recovery site.

3.13.2. Establish lease agreement(s) with local suppliers when heavy equipment requirements such as additional cranes and/or semi tractors and trailers cannot be provided.

3.14. **55th Aerospace Medicine Squadron (AMDS)/SGPB (Bioenvironmental Engineers) will:**

3.14.1. Continuously evaluate the occupational, radiological and environmental health related hazards at the mishap site and communicate risks to the IC/CDDAR Team Chief.

3.14.2. If required, Bioenvironmental Engineers will direct IC to establish a Contamination Control Station (CCS) for the processing of personnel in and out of the cordon until it is determined there is no contamination.

3.14.3. Determine appropriate level of PPE to be used during the recovery process (e.g. Tyvek or Tychem suits, nitrile gloves, and type of respirators/filters).

3.14.3.1. Provide the CDDAR Team Chief with necessary manufacturer information to help procure required PPE.

3.14.3.2. Provide just in time respirator fit testing/training to CDDAR Team members as required.

GREGORY M. GUILLOT, Colonel, USAF
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

A1-E6AAB-SRM-000, *E-6B Structural Recovery Manual,* 22 Aug 2005

AFI 21-101, *Aircraft and Equipment Maintenance Management*, 26 Jul 2010

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AFI 91-203, *Air Force Consolidated Occupational Safety Instruction,* 15 Jun 2012

AFI 91-206(I), *Participation in a Military or Civil Aircraft Accident Safety Investigation,* 8 Jul 2004

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IEMP 10-2, *Installation Emergency Management Plan,* May 2013

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OSHA 1910-120

T.O. 00-80C-1, *Crashed, Damaged, Disabled Aircraft Recovery Manual,* 5 Oct 2011

T.O. 00-105E-9, *Aerospace Emergency Rescue and Mishap Response Information*, 31 Mar 2011

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Adopted Forms

AF Form 847, *Recommendation for Change of Publication*, 22 Sep 2009

Abbreviations and Acronyms

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFRIMS—Air Force Records Information Management System

AMDS—Aerospace Medical Squadron

AMU—Aircraft Maintenance Unit

AMXS—Aircraft Maintenance Squadron

AOG—Aircraft on Ground

AOR—Area of Responsibility

ARP—Aircraft Recovery Plan

CAT—Crisis Action Team

CC—Commander

CCS—Contamination Control Station

CDDAR—Crashed, Damaged, or Disabled Aircraft Recovery

CES—Civil Engineering Squadron

CP—Command Post

DRF—Disaster Response Force

EAL—Entry Access List

ECC—Emergency Communications Center

EOC—Emergency Operations Center

EOD—Explosive Ordinance Disposal

ESFs— - Emergency Supports Functions

IAW—In Accordance With

IC—Incident Commander

IEMP—Installation Emergency Management Plan

IFE—In-flight Emergency

IMDS—Integrated Maintenance Data System

ISB—Interim Safety Board

ISS—Intelligence Support Squadron

LRS—Logistics Readiness Squadron

MDS—Mission Design Series

MOC—Maintenance Operations Center

MXG—Maintenance Group

MXO—Maintenance Operations

MXS—Maintenance Squadron

NDA—National Defense Area

OAFBI—Offutt Air Force Base Instruction

OPR—Office of Primary Responsibility

PPE—Personal Protective Equipment

QA—Quality Assurance

RDS—Records Disposition Schedule

R&R—Repair and Reclamation

SA—Support Agreement

SCBA—Self Contained Breathing Apparatus

SFS—Security Forces Squadron

SPO—Special Programs Office

UCC—Unit Control Center

USN—United States Navy

TA—Transient Alert

TACAMO—Take Charge and Move Out

TO—Technical Order

TPC—Tactical Pilotage Chart

UCC—Unit Control Center

WG—Wing

Attachment 2

ADDITIONAL SUPPORT REQUIRED(THIS IS NOT AN ALL INCLUSIVE LIST)

A2.1. All Terrain Forklift, (1) 6000 lb or equivalent and driver as required.

A2.2. Two Hundred (200) – Sand bags (sand must be available to fill required bags).

A2.3. One hundred Twenty-Five (125) – Plywood Sheets, 3/4" thick X 4' X 8'.

A2.4. Twelve (12) – Steel Plates, 1" thick X 4' X 6'.

A2.5. Twelve (12) – Steel Plates, 1" thick X 3' X 3'.

A2.6. Five Hundred (500) – Timber, Railroad Tie, 6" X 8" X 8'.

A2.7. Five Hundred (500) – Wood timbers, 4" X 4" X 8', 6" X 6" X 8', or 8" X 8" X 8'.

A2.8. Five (5) – Water pump, sump or otherwise, 50 to 100 GPM.

A2.9. Aircraft tow vehicle (as required).

A2.10. Bulldozer (as required).

A2.11. Light carts (as required).

A2.12. 40 Ton crane (as required).

A2.13. Tow bars (as required).

A2.14. Aircraft jacks (as required).

Attachment 3

SAMPLE CDDAR TEAM CHIEF SAFETY BRIEFING

Figure A3.1. Sample CDDAR Team Chief Safety Briefing.

PURPOSE: To recover crashed/damaged or disabled aircraft in a minimum time period consistent with the following considerations:

1. **Requirement to open the runway for operational use.**
2. **To prevent secondary aircraft damage.**
3. **Preservation of evidence for mishap or accident investigations.**

1. **SAFETY** is paramount and is the number one priority.
2. A pre-brief is required before any recovery process/step established in the ARP.
3. **DO NOT** enter mishap area until authorized by the IC.
4. Check with Team Chief to verify aircraft is safe for maintenance.
5. Wear your personal protective equipment.
6. Stay out from underneath the wings and engines unless absolutely necessary.
7. Many aircraft are constructed with composite materials; do not handle untreated composite materials.
8. For some Fighter Aircraft, Hydrazine hazards exist…if these hazards are noticed, stop recovery actions. Notify Team Chief who will consult proper agencies for disposition.
9. Watch out for each other, take a break when needed and stay hydrated.
10. For any situation that might occur that has not been briefed, use ORM and bring it to the attention of the Team Chief.